



California Public Employees' Retirement System  
Human Resources Services Division

## DUTY STATEMENT

<b>Classification:</b> Accounting Administrator I (Supervisor)	<b>Position Number:</b> JOB#03067
<b>Branch/Section:</b> Financial Reporting & Accounting Services, Treasury Management Section, Cash Accounting & Controls Unit	
<b>Location:</b> Sacramento	<b>Effective Date:</b> July 6, 2015
<b>Working Title:</b> Cash Management Unit Supervisor	<b>Supervision Exercised:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Collective Bargaining Identifier (CBID):</b> S01	

As part of the Financial Office (FINO), Financial Reporting & Accounting Services (FRAS) provides control and direction for accounting activities of all funds and programs. The division coordinates the funding for the administration of all CalPERS' programs, publishes financial statements, and provides support to assist CalPERS in improving operation efficiency and effectiveness.

Under the general supervision of the Staff Services Manager II, the Accounting Administrator I (AA I) Supervisor is responsible for planning, supervising and directing the operations of the Cash Accounting & Controls unit. The incumbent must effectively communicate verbally and in writing and perform well under pressure while working in a fast paced and multitasking environment. This includes demonstrating a high degree of independence, initiative, and responsibility in successfully performing the assigned job duties. In addition, the incumbent must use independent judgment and discretion while working with staff from all levels of the organization.

### ESSENTIAL FUNCTIONS

- 40% The incumbent plans, direct and evaluates the work of the accounting staff who analyzes cash flow activities for the Public Employees Retirement Fund (PERF), Judges Retirement Funds I and II (JRS I, JRS II), Benefit Revolving Fund (BRF), Replacement Benefit Fund (RBF) and Legislative Retirement Fund (LRS). Assists the Financial Office and CalPERS management by reviewing accounting and statistical data regarding the financial health of the organization's funds compiled by unit staff. Reviews daily 1140 Cash in State Treasury reconciliations to ensure adequate cash balances are maintained in the State Treasury to cover administrative and operational obligations. Ensures timely reporting and remittance of tax withholdings for the PERF, JRS I, JRS II, LRS, and RBF funds. Reviews scheduled payments in the online payment systems for Employment Development Department (EDD) and Internal Revenue System (IRS) in comparison to tax withholdings reported on benefit roll claim schedules.
- 25% Effectively plans, organizes, monitors, reviews, and evaluates the work performed by professional and analytical staff in the Cash Accounting & Controls Unit. Works directly with professional level accounting staff by reviewing and approving daily and monthly reconciliations of cash accounts. Reviews and approves all claim schedules and daily remittances advices that make direct cash transfers between the State Treasury and CalPERS custodian bank, and forecasts for all trusts. Approves emergency benefit payments from the BRF and approves aging reports to be sent to Benefit and Health Account Services division management. Approves uncleared collection check requests, affiliate cash forecasting, tax processes and 1140 reconciliation. Conducts regular team meetings and one on one meetings with staff to discuss unit and division workload. Works with staff to help them understand FRAS' goals, mission, vision, and core values. Evaluates the performance of employees and assists with their continuing job development. Schedules and allocates staff resources to achieve the unit's accounting objectives for timeliness, accuracy, and completeness.
- 25% Continually evaluates cash processes, policies, and procedures for improvement and efficiencies. Serves as main contact/liaison/representative for special projects and other accounting issues related to the Cash Accounting & Controls Unit. Ensures documentation of all cash procedures and processes related to the PERF, JRS I and II, LRS, RBF, and BRF.

## **MARGINAL FUNCTIONS**

- 5% Prepares and analyzes fluctuations in cash accounts in order to improve unit ability to forecast liquidity needs for each fund. Ensures timely delivery of Prepared by Client (PBC) items to external auditors during interim and annual audits.
- 5% Hires, develops and retains competent and professional staff that assures an adequate level of specialized expertise to support current and future CalPERS needs. Initiates procedures to motivate, effectively utilize and evaluate staff. Performs other administrative duties as required.

## **DESIRABLE QUALIFICATIONS:**

- Ability to exercise initiative and flexibility.
- Ability to work effectively both independently and cooperatively with others.
- Ability to reason well, use good judgment and present a point of view both accurately and effectively.
- Ability to research and interpret laws, rules and regulations.
- Ability to work within tight deadlines, under pressure and on competing priorities in a very busy office.
- Ability to organize and establish workload priorities and complete multiple projects simultaneously.
- Ability to communicate and write effectively and professionally.
- Solid mathematical abilities and advanced to expert skill level with Microsoft Excel.
- Functional understanding of PeopleSoft and my|CalPERS.
- Excellent analytical capabilities and detail oriented.
- Ability to interpret and analyze information and draw sound conclusions.
- Ability to facilitate meetings.

## **WORKING CONDITIONS**

Must be able to work from 8:00 AM – 5:00 PM, Monday – Friday.

I have read and understood the duties and essential functions of the position and can perform these duties with or without reasonable accommodation:	<b>Date:</b>
<b>Employee Signature:</b>	
I certify that the above accurately represent the duties of the position:	<b>Date:</b>
<b>Supervisor Signature:</b>	
<b>PERSONNEL USE ONLY: This personnel transaction has been reviewed and approved by:</b>	
<b>Transaction #:</b>	<b>Date Approved:</b>